Frequently Asked Questions (FAQs)
Tribal Youth Grant Program
Request for Proposals (RFP)

Administrative

Can multiple tribal governments collaborate and submit a single proposal/application? Yes. Tribes may submit a "regional" application as long as each tribe in the collaborative is a federally recognized tribe within the State of California. For a joint tribal application, a single tribe must be designated as the lead and identified first on the Applicant Information page in Section I.

Can our tribe (or tribes if regional proposal) submit more than one application? Yes. There is no limit to the number of proposals a tribe(s) may submit.

Will there be oral presentations of the proposals? No.

If we are unable to secure a resolution from our Governing Board/Tribal Council, will our application be accepted? A resolution is required as part of the grant application by the September 27, 2010 due date; however, if extenuating circumstances preclude the tribe from attaining a resolution, CSA staff must be notified prior to the due date. In addition, the resolution MUST contain, at a minimum, the assurances outlined in the RFP resolution sample (see Appendix A of the RFP).

Is there a specific number of Letters of Support/MOUs required as part of the application? No. The quantity of support letters and/or MOUs is irrelevant; what is important - based on the applicant's infrastructure need and development plan - is the involvement of relevant community partners and obtaining their support for and commitment to the local Tribal Youth Grant Program. Letter/MOUs should include a description of the agency/entity's commitment to participate, as necessary/requested, in the tribal strategic planning efforts, sharing of data, and contribution of necessary resources.

Will our application be disqualified if we are unable to secure Letters of Support and/or MOUs by the September 27, 2010 application due date? Part of the grant requirements include the ability to secure commitment from key partners/stakeholders necessary to build capacity and develop tribal infrastructure; therefore, if no documentation of support is available, the application will not pass the technical review portion of the RFP process.

Who will be contacted if there are technical compliance issues? The 4 individuals who are listed in Section I of the application will be the first to be contacted (i.e., the Tribal Leader, Project Director, Day-to-Day Contact Person and Project Financial Officer). If we are unable to reach these individuals, we will make every effort to make contact with an individual associated with the RFP.

What is the rating process? Except in cases where a conflict of interest exists, each rater – as part of an independent panel of Native American/Tribal experts - will review all submitted proposals that pass the technical compliance review completed by CSA staff.

For a detailed explanation of the CSA's Proposal Evaluation Process, please reference our website at: http://www.cdcr.ca.gov/CSA/Research/Docs/Proposal_Eval_Process_09.pdf

Can applicants contact the raters? No.

When will we know if we have received funding? It is anticipated the CSA Board will make the final award decision at its November 2010 meeting; prior to that date, the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) will make its funding recommendation based upon the ESC's ranking. Applicants will be notified of the Executive Steering Committee's recommendation of funding to the SACJJDP via email in early November; final award decisions will be sent via email as well as posted on our website after the CSA Board meeting.

Fiscal Requirements/Issues

How will grant funds be disbursed? Disbursement of grant funds occur on a reimbursement (arrears) basis for actual costs incurred during a reporting period via an on-line invoice process. The reporting period (either monthly or quarterly) will be determined by the grantee.

What are the responsibilities of the person delegated as the Designated Financial Officer? Responsibilities of the Financial Officer include maintaining the official budget file for the project (including all grant-related material and documentation to substantiate expenditures) and ensuring that appropriate internal controls are in place for all grant-related fiscal procedures (e.g., deposit of funds and reimbursement of partnering agencies). Also, keep in mind that the warrant (check) issued by the State Controller's Office is made out to the tribe and sent to the Financial Officer.

If our proposed project allocates more than the 10% of grant funds required for the fiscal match, will we be rated higher/given extra points? No. The match requirement for the first year of funding is 10% and will incrementally increase with each subsequent funding year. If an application proposes more than the 10% match amount in the budget, the proposal will not pass the technical compliance review portion of the RFP process (September 28-30). The applicant will be contacted to make the necessary change that will bring the proposal into compliance.

Can the match obligation be met with other federal funding sources? Federal funds that have previously been allocated for the same purpose are not eligible as match (e.g., the RFP proposal is for a proposed substance abuse intervention and tribe is currently receiving federal funds from SAMHSA [Substance Abuse & Mental Health Services Administration] for a substance abuse prevention/intervention program, those dollars may not be used as match). However, state and local dollars are eligible as match.

Will we be required to use the same funding source(s) for the match requirement in subsequent grant years? No. As long as the match dollars are substantiated with supporting documentation, the grantee may use whatever funding source they deem appropriate.

Can the 10% match obligation in the first year be met by putting funds into one line item category or do matching funds need to be dedicated to each line item for which federal grant funds are requested? The only requirement is that the match amount be 10% of the total funds requested for the project (e.g., $12,000 for a request of $120,000). It is up to the applicant to determine which budget line item or items are most appropriate for the match dollars.

Can the match consist entirely of in-kind contributions? Yes. The match requirement may be met with in-kind contributions, cash or any combination of the two.

Are there restrictions on the amounts or percentages of grant funds a tribe(s) can spend on administrative costs? Yes. If utilized, the budget line item "Indirect Costs" - which would include administrative overhead costs - may not exceed 10% of the grant award. In addition, applicants who request funds be used toward administrative costs MUST provide a methodology for calculating their Indirect Costs Rate.

Will we be contractually obligated to the budget line items as provided in the RFP budget table? Subsequent to having a fully executed contract, CSA does provide a mechanism for the reallocation of grant and match funds between line items while maintaining the approved grant award and match amounts. However, grantees will not be able to decrease their overall match obligation, and percentages/dollars dedicated to data systems improvement and evaluation efforts as identified in their original proposal.

Would a staff person assigned to the Tribal Youth Grant Program for such functions as billing, clerical support, data collection, record/file maintenance, etc. be considered a part of the program cost or part of indirect costs? The RFP stipulates tribe(s) may not supplant funds – in this case, the use of federal grant dollars to replace other funds currently supporting a staff position. Therefore, for the salary and benefits of such a staff person to be eligible for reimbursement with federal grant funds, that individual must be in a newly established position. A tribe may include the salary and benefits of such a staff person as part of indirect costs as long as the project maintains adequate documentation to substantiate the use of funds in this manner.

If we want to include a portion of an individual's time as part of the program, can we state a certain percentage of their salary in the budget? No. Auditors with the Department of Finance have indicated that it is not a generally accepted principle of accounting to simply calculate a percentage and extend it across the life of the grant. In situations involving individuals who are assigned to the grant part-time, the grantee will need to develop and maintain some type of log indicating the hours and tasks for this staff person or develop a time study. Please reference the CSA Grant Administration and Audit Guide on our website at:
http://www.cdcr.ca.gov/CSA/CPP/Docs/Grant_Administration_Guide_as_of_September_2009.pdf

Will we be required to conduct an audit? Yes. The grantee must submit an audit of expenditures (either grant-specific or as part of a federal single audit) within 120 days of the end of **each 12-month grant period**. In addition, CSA reserves the right to call for an audit, if necessary, any time between the execution of the grant and 60 days after the end of the grant period at CSA's expense.

Data Collection/Evaluation

If our proposed project allocates more than the minimum 10% of grant funds requested for data system enhancement and/or improvement efforts, will we be rated higher/given extra points? There is no rating factor that specifically addresses this; however, the raters may choose to take this into consideration in assessing the merit of the proposal.

Will there be additional performance measures required during the term of the grant (other than those listed in Appendix B)? At this time, no; although this may change depending on project reapplication factors in subsequent funding years and by demonstrating the success of the project. Any variables added will take into consideration project feedback and feasibility for the grantee to collect.

How will CSA collect program data? Data will be collected via progress reports submitted quarterly to the CSA. These reports will be provided to the grantee at the new grantee briefing meeting.

Are data collection costs eligible for reimbursement with grant funds? Yes.

If our proposed project allocates more than the minimum 5% of grant funds requested for evaluation efforts, will we be rated higher/given extra points? There is no rating factor that specifically addresses this; however, the raters have latitude in how they score proposals on all of the rating factors and may choose to take this into consideration in assessing the merit of the proposal.

If our proposal includes an evaluator, will that be rated higher/given extra points? There is no requirement for an evaluator and no rating factor that specifically addresses project evaluation; however, the raters may choose to take this into consideration in assessing the merit of the proposal.

Formatting

Can we include charts, graphs or reference material in the proposal, either within the document or as appendices? Although these items are not required for the RFP, you may certainly include them. If you have technical difficulties inserting charts, etc. into the fill-in portion of the document, please contact CSA staff for assistance.

Do we have to use the RFP format as it is posted on the website? Yes. Proposals submitted must use the RFP document provided on our website. You may not delete RFP narrative, questions, headers, etc. to "create" more writing space. The on-line RFP is already formatted for: margin settings, Times Roman 11-point font, double-spaced for the narrative fill-in portions. These formatting criteria are part of the technical compliance review completed prior to RFPs going to raters.

The RFP directs applicants to answer questions in the space provided but there isn't sufficient room to respond. Can we use additional pages? Each fill-in section will expand as narrative is typed/copied into it. If you have technical problems, please contact CSA staff.

Can we use front-to-back printing? Although the RFP does not speak to this issue, you should print the RFP as a single-sided document. If you choose to print the RFP front-to-back, you are still limited to page length requirements in Sections II & III, regardless of printing format (pages are counted, not pieces of printed paper).

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Who should we contact if we have any questions regarding our RFP for the Tribal Youth Grant Program? Feel free to contact CSA Field Representatives Helene Zentner at (916) 323-8631 / helene.zentner@cdcr.ca.gov or Shalinee Hunter at (916) 322-8081 / shalinee.hunter@cdcr.ca.gov with any questions you may have.